



The Department of Justice is committed to providing Equal Opportunity to all regardless of Race, Color,

## CAREER EXECUTIVE ASSIGNMENT

Creed, National Origin, Ancestry, Sex, Marital Status, Disability, Religious or Political Affiliation, Age, or Sexual Orientation.

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** Department of Justice

**POSITION TITLE:** Director, CEA II  
Crime and Violence Prevention Center

**POSITION LOCATIONS:** Sacramento

**FINAL FILING DATE:** June 16, 2006

**DUTIES/RESPONSIBILITIES:**

Under the general direction of the Attorney General and the Chief Deputy Attorney General for Administration and Policy, the Director plans, organizes and directs the work of the Crime and Violence Prevention Center. The Director serves as the primary advisor to the Attorney General on the development of legislation, policies, practices, and implementation of crime prevention and violence prevention strategies and programs; meets and confers with various advocacy groups throughout California, as well as on a national basis, on behalf of the Attorney General; develops external partnerships and helps shape the Attorney General's position on prevention programs; directs the development and implementation of 12 different statewide prevention program areas (each statewide program consists of research, planning, resource development, public education and training, community outreach, technical assistance, prevention advocacy, and partnerships); secures funding and resources from the federal government and the legislature for existing, as well as, new policy and program initiatives. Duties also include carrying out the Attorney General's prevention policies and priorities and recommends new prevention priorities or changes in priorities based on new research, consultations with leaders and officials from other state and local agencies or organizations; directs the development of the annual legislative programs for crime and violence prevention issues presented to the Attorney General; represents the Attorney General at state and local hearings and events that are focused on crime and violence prevention throughout the state.

## **MINIMUM QUALIFICATIONS:**

Applicants must be state employees with permanent California State Civil Service status or meet the criteria of Government Code sections 18990 or 18992 and satisfy the following minimum qualifications as follows:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

**Knowledge of:** The organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management, techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; techniques of the department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and processes available to meet equal employment opportunity objectives.

**Ability to:** Plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices, integrate the activities of a diverse program to attain common goals, gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the legislative and Executive Branches; analyze complex programs and recommend an effective course of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer in State service, other government settings, or in a private organization).

## **DESIRABLE QUALIFICATIONS:**

Experience in developing and implementing crime and violence prevention programs; working with state, local and federal agencies in crime prevention; knowledge of federal grant administration procedures; knowledge of the priorities and initiatives of the Attorney General in crime and violence prevention.

## **EXAMINATION INFORMATION:**

**The examination process will be as follows:**

All interested applicants must complete a Standard State Application (Form 678) and specify the location for which you are applying. Submit the completed application and resume to the Department of Justice address listed below. The results of this examination may be used for subsequent vacancies in this class within the next 12 months.

### **(Mailing Address)**

Department of Justice  
Testing and Selection Office  
Attn: Cheryl A. Hernandez  
P.O. Box 944255  
Sacramento, CA 94244-2550

### **(File in Person)**

Department of Justice  
Testing and Selection Office  
Attn: Cheryl A. Hernandez  
1300 I Street, 7th Floor  
Sacramento, CA 95814

**Questions regarding this examination should be directed to Don Hayashida at (916) 324-5043 (ATSS) 454-5043.**